

TRANSMITTAL SLIP		DATE 27 Dec 87
TO: DDA		
ROOM NO. 7018	BUILDING HQS	
REMARKS:		
<p>EXA <u>CW</u> 05 JAN 1988</p> <p>ADDA <u>✓</u></p> <p>DDA <u>3</u></p> <p>DDA/Registry</p> <p>John - discussed the lease of this space at yesterday's staff mtg.</p>		
FROM: C/OED/SS		
ROOM NO. 2511	BUILDING AHS	EXTENSION

~~SECRET~~OED/MEMOS 1864
21 December 1987

MEMORANDUM FOR: Chief/REB/RECD/OL

FROM: [REDACTED]

C/OED

SUBJECT: Request To Lease Office Space

REF: OED 071/87 dated 25 August 1987

1. Action Requested: That your office take immediate steps to lease [REDACTED]

[REDACTED] new office

space.

2. Background: Following a thorough survey of available office space [REDACTED] by the Real Estate and Construction Division (RECD) of the Office of Logistics, I have personally inspected with the key members of my staff, the sites that were recommended by RECD and have concluded that the space located at [REDACTED] best suits OED's needs for the following reasons:

(B) Size: Although this space is somewhat smaller than we had originally requested, the configuration of the floor allows for a greater percentage of usable space than normally contemplated. Further, there are several other positive factors (location, amenities, parking, etc.).

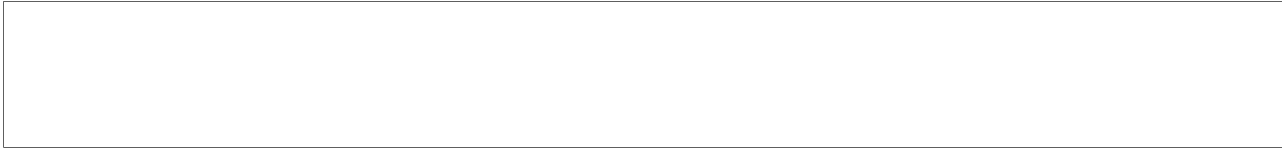
(C) Cost: Although final figures are not available at this time, we expect the overall cost to be competitive in comparison to other sites surveyed. This is a big plus as this is an unfunded requirement.

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(E) Location and Accessibility: The building's location provides easy access to major arteries.

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(F) Construction: Currently, [redacted] is a shell. No appointments have been added. Only heating and air conditioning is in the space now. This is a significant feature which should make OIT's job much easier and less costly. Further, no renovation cost will be required to configure the space to OED's requirements. Lastly, we are told that without renovation work, the occupancy date can easily be advanced.

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3. Timetable: The original time frame for OED's relocation, as approved by the Executive Director, the Deputy Director of Administration, the Deputy Director of Operations, and concurred in by the Director of Logistics, called for a move no later than September 1988. I would like at a minimum to adhere to that schedule, or if possible, advance the date. I make this request in view of the fact that the [redacted] location fundamentally hampers the daily operations of OED and in itself unnecessarily drains our already thin resources.

4. Other Factors: I understand that both the office of Security and the Safety Division of the Office of Medical Services must approve this space prior to leasing. I therefore request that RECD take immediate steps to secure these approvals.

5. Lead Times: I have also been advised by the Office of Information Technology, the Office of Security and the Supply Division of the Office of Logistics that lengthy lead times are required by these components to procure and install the equipment required by OED and that this process cannot begin until an actual space has been leased. Therefore, I would like to expedite this requested transaction so that we might keep the disruptions in the daily operations of OED to the absolute minimum.

6. Finally, I want to thank the Office of Logistics for the prompt manner in which they have responded to our original request. Their survey of available office space appears to us

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to have been both thorough and timely. Thanks for a job well done.

25X1 7. Additional Information: If you require any additional information concerning this request, please contact my Chief of Support, or myself.

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Distribution:

Orig - Addressee
1 - Executive Director
① - DDA
1 - DDO
1 - Dir of Logistics
1 - Dir of OIT
1 - Dir of Security
1 - Chief Supply Division, OL

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